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118th MAINTENANCE COMPANY (DS)

EXTERNAL SOP

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SECTION I

GENERAL

1. Mission.

- a. The mission of the 118th Maintenance Company (DS) is to provide direct support maintenance services to 49th CSC units and reinforcing DS maintenance to Division units. This "one-stop" service includes all commodity areas except medical, crypto, aviation and avionics.
- b. If any unit desires assistance such as training or instruction, courtesy inspection (roadside inspections), maintenance advice, or on-site services, the 118th is available by using the request procedures noted in this SOP.
- c. The primary goal of this unit is to provide assistance to units so they are able to shoot-move-communicate IAW their mission goals.
- d. If any customer feels that they are not receiving appropriate support you are encouraged to contact the Commander at the unit's location, armory, or by phone at (209) 983-5372 or DSN 466-5472.

2. Purpose.

- a. The purpose of this SOP is to establish uniform policies and procedures. To serve as a ready guide to all units supported by the 118th.

3. Organization.

- a. Company Headquarters. This section oversees requests for technical assistances, complaints, and liaison activities. The maintenance control section oversees unit production control and will respond to inquiries regarding work orders, inspection requests, customer equipment statuses, and technical issues.
- b. Supply Platoon. This platoon oversees Class IX and Class VII activities for the 118th. This platoon will respond to requests issued by the maintenance control section.
- c. Ground Support Equipment Platoon. GSE oversees direct support on power generation equipment, construction equipment, quartermaster equipment, and chemical equipment. Services provided are along the lines of welding, canvas repair, and machine work. The communication-electronics section provides support to electronic and special electronic devices. GSE is capable of providing a MST.
- d. Base Maintenance Platoon. Base oversees direct support to wheeled vehicles, fuel, and electric systems equipment. Four maintenance support teams (MST) are available to provide the above services, small arms repair, communication repair, electronics repair, and power generation at the unit's actual location. Recovery assets are available.

4. Operating Hours.

- a. During IDT periods the 118th normal operating times are 0800 to 1600 daily.
- b. For emergency operations (wrecker services, high priority jobs, etc) the 118th works 24-7.

5. Safety.

- a. The maximum speed limit in the 118th AO is 5 MPH.
- b. Ground guides are required for all moving vehicles in the 118th AO.
- c. HAZMAT spills will be immediately reported to the 118th Headquarters NCOIC/OIC.
- d. All injuries will be reported to the 118th Headquarters OIC. LOD's (if required) will be processed immediately.

6. Security.

- a. All work areas are off-limits to non-118th personnel.
- b. Visitors are required to report to maintenance control and must sign the visitor's log.
- c. All equipment will be secured IAW AR 190-11 and CAARNG standards. Logbooks and keys must be turned into the maintenance control NCOIC prior to work commencing.
- d. When operating in the field the 118th will provide guard duty on all equipment within the AO.
- e. Customers must remove all BII and personal equipment prior to evacuation to the AO. The 118th will not be responsible for lost equipment.

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SECTION II

OPERATING PEROCEDURES

1. Preparation for Maintenance Repairs.

- a. Once the equipment has been determined to require DS repair the unit must coordinate with the 749th Maintenance Battalion MATO section.
- b. The unit must have a current DA Form 1687 (signature card) on file with the 118th in order to enter the AO and pick up the repaired equipment. The signature card can be obtained from the 118th maintenance control section.
- c. Prior to evacuation to the 118th the unit must ensure the equipment has been inspected for missing parts, organizational/unit repairs completed, BII and personal equipment is removed. The unit will conduct organizational repairs on the spot or after DS repairs are completed.
- d. Equipment MUST be in a clean condition prior to evacuation. Dirty equipment will be not be accepted into the 118th AO.
- e. When a vehicle is evacuated to the 118th, a -20 mechanic and/or driver should accompany the equipment to ensure item c and item d are completed.
- f. The 118th Maintenance Control NCOIC will prepare a DA Form 2407 (work request) for the equipment. The priority designator will be commensurate with proper regulations.
- g. The mobile team NCOIC will complete all necessary paperwork during contact missions.

2. Turn-in of Equipment for Repair

- a. Work orders will be taken to the Maintenance Control clerk where it will be reviewed for completeness and assigned a control number.
- b. The customer turning in these work orders must have a current 1687 (signature card) on file with the 118th Maintenance Control section.
- c. The Maintenance Control clerk will assign the official work order number after registering the data into the DA Form 2505 (maintenance request register). An inspector will then be assigned.
- d. Items of equipment will be rejected for repair for any of the following reasons:
 1. Person entering the work order is not on a current 1687.
 2. Person signing block 23 on the DA Form 2407 is not a valid 1687.
 3. Equipment is unsafe to inspect or repair due to a lack of -20 repairs (brakes, fuel leaks, etc).
 4. Logbook is missing (when required).
 5. Equipment shows damage other than fair wear and tear- and does not have a survey release statement. Only a request for an estimated cost of damage (ECOD) will be accepted.
- e. The -20 inspector will utilize the appropriate manuals to ensure organizational deficiencies are completed.

3. Automotive Section

- a. Historically, wheeled vehicles will be inspected at the 118th AO and track vehicles will be inspected at the unit.
- b. Prior to evacuation to the 118th AO, all BII will be removed from the vehicle by the customer unit, tool and storage units will be unlocked and vehicles will be cleaned. Personal equipment will be removed.
- c. After initial processing of the work orders the paperwork will be delivered to the inspection section for a technical inspection (TI). The equipment will be considered accepted by the 118th at this time.
- d. The inspector will diagnose the trouble requiring maintenance repairs to include completeness, general condition, organizational maintenance, and unapplied modified work orders (MWO). All this information will be annotated on the DA Form 2404/5998-E.
- e. The accompanying -20 mechanic will review the inspection with the 118th to ensure accuracy.
- f. Historically the equipment is evacuated to the 118th for repair. In special circumstances, the unit may request the equipment be repaired on site due to required missions such as POL, wrecker, tool trucks, Class V trucks, etc. The 118th reserves the right to approve or deny special contact missions.

4. Armament Section

- a. Units with work requests for the armament section (field or turret artillery, fire control, and sighting equipment, small arms, and crew served) will first report to the 118th shop office.
- b. All items must be clean and have a light coat of protective lubricating oil (when applicable).
- c. All items turned in for repair will be tagged and completed IAW TM 738-750.

- d. All equipment will be complete or have the missing part(s) listed on a missing parts certification signed by the unit's commanding officer.
- e. Aiming circles will have covers; compasses, binoculars, sight units, and gunner's quadrants must have cases.
- f. Tritium (radio-active material) items must be handled with care and only properly trained personnel will be designated to handle these items. The 118th has trained personnel to perform wipe tests and provide precautionary movement advice.
- g. All weapons must have logbooks and/or DA Form 2409's.
- h. A MST is available at the unit's request.

5. Communication Section

- a. Cases, logbooks, and DA Form 2409's will accompany radar sets.
- b. Xenon searchlights will have covers.
- c. All equipment will be tagged and accompanied by appropriate maintenance records.
- d. A MST is available at the unit's request.

6. Support Equipment - Fuel and Electric Work

- a. Generators will be drained of all fuel prior to evacuation.
- b. Equipment must be tagged using the 118th procedures.
- c. A MST is available at the unit's request.

7. Service and Recovery Section

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- a. During Annual Training this section is available to provide units limited lifting and recovery services in the absence of the unit's organic support vehicles.
- b. During non-duty hours (emergency) the Commander must approve all recovery requests.
- c. Track vehicles are not supported by the 118th for recovery purposes. All requests should go through the S-4 section of the 340th FSB.

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SEQUENCE OF DS/GS REPAIR

- Unit repairs all -10 and -20 level faults, cleans equipment
- Unit ensures missing part(s) certification and/or surveys are complete
- Unit removes BII and personal equipment
- Unit contacts the 749th MATO requesting DS repair assistance
- 749th assigns the mission to the shop officer of the 118th
- 118th contacts the unit (verifies 1687's and equipment issues)
- Unit prepares the equipment for evacuation to the 118th AO
- 118th accepts the equipment and assigns the work order number
- 118th inspects, orders parts, repairs, and final inspects equipment
- 118th contacts the unit for RFI (ready for issue)
- 118th informs the 749th MATO of the equipment's status
- Unit retrieves the equipment